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ALASKA REGION TRANSIENT QUARTERS***

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Signed by Laura K. Furgione for 8/27/03
Richard C. Przywarty Date
Regional Director

Alaska Region Transient Quarters

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1. Introduction. The Alaska Region provides dedicated transient quarters for employees that travel on a temporary duty assignment to remote Weather Service Offices (WSO) where commercial accommodations are limited. This supplement describes the preapproval process and requirements for use of the dedicated transient quarters by employees when traveling on a temporary duty assignment in Alaska. An employee on a temporary duty assignment will use the dedicated transient quarters when available. Because each traveler is entitled to individual accommodations, sharing of a single dedicated transient quarter is not required when multiple employees travel to the same temporary duty location. However, if the dedicated transient quarters have separate sleeping accommodations, we encourage the continued past practice of sharing the transient quarters. This practice is voluntary, so all travelers must agree to the sharing arrangement before arriving on site. This practice helps minimize the lodging costs paid by the Government by maximizing the use of the transient quarters.

In the spirit of creating a “family friendly” work environment, a dependent may accompany an employee in the dedicated transient quarters when the employee is on a temporary duty assignment that is longer than 30 calendar days and as long as no additional expense is incurred by the Government.

2. Definitions.

2.1 Dedicated Transient Quarters: A housing facility for employees on a temporary duty assignment.

2.2 Station Manager: The Station Manager is either the Official in Charge or the Meteorologist in Charge at the WSO.

2.3 Travel Authorizing Official: A National Weather Service employee designated to authorize travel.

3. Responsibilities.

3.1 Station Manager: The Station Manager at the associated WSO is responsible for ensuring that the dedicated transient quarters are furnished and maintained with bedding, towels, toilet paper and paper towels. Cable television and phone services may be available, as convenience items, but are not required. Other convenience items include, but are not limited to, cookware, dinnerware, and glasses.

3.2 Traveling Employee: Before submitting a request for travel orders, the traveling employee must contact the Station Manager at the associated WSO and determine the availability of dedicated transient quarters during the time of the planned temporary duty assignment. The traveler must then include a statement of availability of dedicated transient quarters with their request for travel orders. If the dedicated transient quarters are available, and the traveling employee plans to have a dependent accompany them in the quarters during a TDY assignment greater than 30 calendar days, they must inform the Station Manager.

3.3 Travel Authorizing Official: The authorizing official will authorize the proper quarters allowance on the travel orders based on the availability of dedicated transient quarters. If the transient quarters are unavailable, or do not meet the definition of a dedicated transient quarter, other lodging will be approved. The authorizing official can also deviate from this instruction on a case-by-case basis or in the event of emergency travel.